

***DEFENSE FINANCE AND ACCOUNTING SERVICE
(DFAS)
DELEGATED EXAMINING UNIT (DEU)
(KANSAS CITY)***

JOB KIT

(Updated June 2005)

NOTE:

This package contains instructions and guidelines for preparing and submitting a resume for consideration by the DFAS Delegated Examining Unit.

It is specifically intended for use by applicants who are not submitting a resume via the DEU website on-line resume builder. Applicants who will submit a resume via e-mail, or in hardcopy form should use this Job Kit.

Read this Job Kit *carefully* and follow the instructions as closely as possible. Insure that any resume you submit adheres to the basic format presented in the example in Attachments 2 and 3.

Along with this Job Kit, we encourage you to review “Preparing An Effective Resume for Electronic Analysis and Evaluation” which is available on the DFAS Delegated Examining Unit website at www.dfas.mil/careers/nonstatus/. This supplemental guidance is just as important as the Job Kit, and it deserves special attention and study by those applicants seeking maximum consideration for Federal employment through the DEU.

HOW TO SUBMIT A RESUME:

Resumes can be submitted to the Delegated Examining Unit using one of two different methods (listed in order of preference):

a. If you have a personal computer and access to the Internet, you can prepare your resume on your personal computer as an e-mail message. The subject line should be: Resume of (your name). Your actual resume should constitute the body of the e-mail message (**not as an attachment to the e-mail**). The optimal resume will be formatted to contain no more than 74 characters per line of text and will contain no more than 11,000 total characters (**equivalent to three pages**). Send it electronically to the following address: **kcdeu.resume@dfas.mil**

b. You can prepare your resume on a personal computer or using a typewriter and mail the hardcopy resume document to the Delegated Examining Unit. Should you opt to mail a hardcopy resume document, please send it to the following address:

Defense Finance and Accounting Service
Kansas City Center
Attn: DFAS-KC/QKD
1500 E. Bannister Road
Kansas City, Missouri 64197-0001

THE FORMULA FOR SUCCESS

Once your resume is received, it will be electronically entered into our automated recruitment system, and a profile of your qualifications and skills will be stored. The system reads only typed, clear, legible submissions. This Job Kit provides helpful DO's and DON'Ts when preparing your resume. If you do not follow the guidance provided, the system will have a difficult time focusing on the information you want to present, and this may result in your losing consideration for referral. Please remember, **handwritten resumes will not be accepted**. Do not send any additional documentation until requested.

THINGS TO DO:

All potential applicants should read this package carefully and completely. If they adhere to the format in Attachments 2 and 3, applicants submitting resumes electronically via e-mail should not experience any problems in having their resume properly analyzed by the system. Submitters mailing a hardcopy document should pay particular attention to the following requirements:

- (1) Type (on a typewriter or word processor) your resume, insuring that it is clear and legible. ***Handwritten resumes will not be accepted.***
- (2) Use white, letter size (8 ½ x 11 inch) paper, printed on one side only.
- (3) Use a laser printer if possible. A 24-pin, letter quality dot matrix printer is also acceptable.
- (4) Stick to standard business fonts such as Courier, Futura, Helvetica, New Century Schoolbook, Optima, Palatino, Times and Univers.
- (5) Use a font size of 10-14 points. The larger size, 14 points, is preferable.
- (6) Use capital letters instead of boldface for headings.
- (7) Maintain ½ to one inch margins on the top, bottom and sides of all pages of the resume.
- (8) Submit an original resume or a very clear copy. Second and third generation copies do not scan well.
- (9) Please submit a separate resume for each announcement for which you wish to apply.

THINGS TO AVOID:

- (1) Avoid bold, italics, script and underlining.
- (2) Do not use horizontal or vertical lines.
- (3) Do not staple or fold your resume.
- (4) Do not deviate from the sample resume format included in this package unless specifically instructed to do so.
- (5) Do not send any additional documentation until requested.

ADDITIONAL REQUIRED DATA ITEMS

In addition to the experience, education and training information on your resume, the Delegated Examining Unit needs to acquire additional data relative to you as an individual applicant. In order for the computer to recognize this data as separate and apart from normal resume information, it must be formatted and placed on the resume in a specific fashion. Applicants should place this information on the **last** page of the resume after all other required resume information has been completed. Even though placed on the last page, it must still be completely left justified (left margin). The total length of the resume, including additional required data items, should normally not exceed three pages. The data fields to be included in this special section of the resume are as follows:

a. SOCIAL SECURITY NUMBER (See Privacy Act Statement at Attachment 4)

For automated system purposes, SSNUM means the same thing as social security number.

Example: If your social security number is 173-28-7931, your data field entry for SOCIAL SECURITY NUMBER would be as follows:

SSNUM=173-28-7931

b. EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Furnishing the data requested in the following data item is optional in nature, however, your participation is encouraged. Data furnished will be used only to assess the demographic makeup of the applicant pool, will not be made available to selecting officials, and will have no bearing upon your qualifications for any position for which you are seeking consideration.

The equal employment opportunity data item is: DATE OF BIRTH

For automated system purposes, BIRTH means the same thing as date of birth.

Example: If you were born on July 11, 1947, your data field entry for DATE OF BIRTH would be as follows:

BIRTH=July 11, 1947

c. CONTACT WITH CURRENT EMPLOYER

For automated system purposes, CHECK means the same thing as contact with current employer. Indicate whether or not we may contact your current employer for information regarding your performance.

Example: If we have your permission to contact your current employer, your data field entry for CHECK would be as follows:

CHECK=Yes

Example: If we do not have your permission to contact your current employer, your data field entry for CHECK would be as follows:

CHECK=No

d. VETERANS' PREFERENCE

For automated system purposes, VETPR means the same thing as veterans preference. In this item, indicate whether or not you have veterans preference, and if you do, indicate the nature of that preference. Additional information on categories of preference and available data field entries are outlined below:

Some applicants may be in a position to claim veterans' preference on their application. When such claims are valid, applicants can have additional points added to their score or rating.

To receive preference, a veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. "Armed Forces" means the Army, Navy, Air Force, Marines and Coast Guard. The veteran must also be eligible under one of the preference categories listed below later in this section.

Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. (This does not apply to Reservists who will not begin to draw retired pay until age 60.)

Active duty for training or inactive duty by National Guard or Reserve soldiers does not qualify as “active duty” for preference.

“War” means only those armed conflicts declared by Congress as war and includes World War II, which covers the period from December 7, 1941 to April 28, 1952.

NOTE: Applicants claiming veterans’ preference will be required to produce documentation substantiating such claims PRIOR to appointment in the Federal Service. A DD Form 214 is the normally accepted documentation for these claims. Applicants who claim 10 point preference must also complete and submit Standard Form 15, Application for 10 Point Veteran Preference, PRIOR to appointment in the Federal Service. **Failure to provide these forms of documentation may result in the cancellation of any pending appointment to a Federal service position.** Applicants should read and pay special attention to Paragraph A of the **Important Notice for All Applicants** found at the end of the Job Kit instructions for detailed information on when this documentation must be submitted. Do not send any additional documentation until requested.

Listed below are six categories of preference and the criteria that define them. Applicants who do not claim veterans preference should use Code 1 for None. Applicants who do claim veterans’ preference should use the appropriate code corresponding to the applicable category below. **All applicants must place a code indicating their veterans’ preference status on their resume.**

VETERANS’ PREFERENCE CODES AND CATEGORIES

1 = None (no applicable preference)

2 = Five points are added to the **passing** score or rating of a veteran who served:

- During a war; **OR**
- During the period April 28, 1952 through July 1, 1955; **OR**
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **OR**
- During the Gulf War from August 2, 1990, through January 2, 1992; * **OR**
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, qualifies for preference. The Armed Forces Service Medal does not qualify for veteran’s preference.*

*NOTE: A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligible veterans separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

3 = Ten points are added to the **passing** score or rating of:

- A veteran who served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs,
- A veteran who received a Purple Heart

4 = Ten points are added to the **passing** score or rating of:

- A veteran who served at any time **and** who has a compensable service-connected disability rating of at least 10 percent but less than 30 percent.

5 = Ten points are added to the **passing** score or rating of spouses, widows, widowers, or mothers of veterans as described below. This type of preference is usually referred to as “derived preference” because it is based on service of a veteran who is not able to use the preference.

Both a mother and a spouse (including widow and widower) may be entitled to preference on the basis of the same veteran's service if they both meet the requirements. However, neither may receive preference if the veteran is living **and** is qualified for Federal employment.

SPOUSE - Ten points are added to the **passing** score or rating of the spouse of a disabled veteran who has been disqualified for a Federal position along the general lines of his or her usual occupation **because of a service-connected disability**. Such a disqualification may be presumed **when the veteran is unemployed and**:

- is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent disabled and/or unemployable; or
- has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; or
- has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify **because of a service-connected disability**.

Preference may be allowed in other circumstances but anything less than the above warrants a more careful analysis.

WIDOW/WIDOWER - Ten points are added to the **passing** score or rating of the widow or widower of a veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either:

- served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign expedition for which a campaign medal has been authorized; **OR**
- died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.

MOTHER OF A DECEASED VETERAN - Ten points are added to the **passing** score or rating of the mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized **and**

- she is or was married to the father of the veteran; and
- she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or
- she is widowed, divorced, or separated from the veteran's father and has not remarried; **OR**
- she remarried but is widowed, divorced, or legally separated from her husband when she claims preference.

MOTHER OF A DISABLED VETERAN - Ten points are added to the **passing** score or rating of a mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time permanently and totally disabled from a service-connected injury or illness; and the mother:

- is or was married to the father of the veteran; and
- lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); **OR**
- is widowed, divorced, or separated from the veteran's father and has not remarried; or
- remarried but is widowed, divorced, or legally separated from her husband when she claims preference.

Note: Preference is not given to widows or mothers of veterans who qualify for preference under U.S.C 2108 (1) (B), (C) or (2). Thus, the widow or mother of a disabled veteran who served after but did not serve in a war, campaign, or expedition, would not be entitled to preference.

6 = Ten points are added to the **passing** score or rating of a veteran who served at any time and has a compensable service-connected disability rating of 30 percent or more.

Example: If you served in the Armed Forces of the United States from August, 1969 until August, 1973, did not suffer any service-connected disability and were discharged under Honorable conditions, the data field entry for VETPR would be as follows:

VETPR=2

Example: If you are the spouse or mother of a veteran occupationally disabled because of service-connected disability, or the widow/widower or mother of a deceased wartime veteran, the data field entry for VETPR would be as follows:

VETPR=5

e. EDUCATION LEVEL

For automated system purposes, EDULV means the same thing as education level. In this item, you will indicate the highest education level you have currently achieved. The available code indicators are as follows:

- HS You possess a high school diploma or have received a GED diploma
- 1YR You have completed one full year of education above the high school level (the equivalent of 30 semester hours or more) in an accredited college or university.
- 2YR You have completed two full years of education above the high school level (the equivalent of 60 semester hours or more) in an accredited college or university.
- AD You have received a recognized Associates degree from an accredited college or university.
- 3YR You have completed three full years of education above the high school level (the equivalent of 90 semester hours or more) in an accredited college or university.
- BD You have received a recognized Bachelors degree from an accredited four year college or university.
- MD You have received a recognized Masters degree from an accredited college or university.
- DD You have received a recognized Doctoral degree from an accredited college or university.

Example: If you have completed 21 semester hours at an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=HS

Example: If you have completed 45 semester hours at an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=1YR

Example: If you have received a Bachelors degree from an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=BD

f. ANNOUNCEMENT NUMBER

For automated system purposes, ANNNO means the same thing as announcement number. In this item, indicate the number of the vacancy announcement which advertised the position for which you wish to apply. Please submit a separate resume for each announcement. All applicants must include this data item on their resume.

Example: You wish to apply for the position of Voucher Examiner, GS-540-5, that is advertised on vacancy announcement, number D00109. The data field entry for ANNNO would be as follows:

ANNNO=D00109

g. LOWEST ACCEPTABLE GRADE

For automated system purposes, LACPT means the same thing as lowest acceptable grade. Based on the pay ranges for each grade and the grade levels of the various positions advertised on the vacancy announcement, you must indicate the lowest grade level you will accept. All applicants must include this data item on their resume.

Example: You wish to apply for a position advertised on vacancy announcement D00109. The announcement is for Voucher Examiner positions at the GS-5, GS-6, and GS-7 grade levels. Based on the pay ranges for each grade, you only desire to be considered for positions at the GS-6 grade level or above. The data field LACPT would be completed as follows:

LACPT=6

Example: You wish to apply for a position advertised on vacancy announcement D00203. The announcement is for Budget Analyst positions at the GS-9 and GS-11 levels. The announcement includes information on the pay ranges for these grade levels, and you only desire consideration for positions at the GS-11 grade level or above. The data field LACPT would be completed as follows:

LACPT=11

h. CONSIDERATION FOR LESS THAN PERMANENT APPOINTMENT

On occasion, the Delegated Examining Unit will need to identify potential applicants to employ in positions which are not permanent in nature. There are two types of non-permanent appointments. **Temporary appointments** are made to positions which are expected to last from one or two months up to a maximum of one year. **Term appointments** are made to positions which are expected to last a minimum of one year or longer with a maximum of four years. For automated system purposes, LIMIT means any type of non-permanent employment. If you would also like to be considered for non-permanent appointments in addition to automatic consideration for permanent positions, the data field LIMIT would be completed as follows:

Example: Although she would prefer an appointment to a permanent position, Mary would also consider accepting an appointment to a position which would last at least a year. Mary would complete the data field LIMIT as follows:

LIMIT=TERM

Example: Bill has been unemployed for the last six months and while seeking permanent employment, would also gladly accept either a temporary or a term position. Bill would complete the data field LIMIT as follows:

LIMIT=TERM,TEMP

i. U.S. CITIZENSHIP

For automated system purposes USCIT means the same thing as U.S. Citizenship. Only citizens of the United States are permitted to be appointed to positions in the Federal civil service. All applicants must indicate their citizenship on the resume as follows:

Example: If you are a citizen of the United States, your data entry for USCIT would be as follows:

USCIT=YES

j. INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) PRIORITY CONSIDERATION:

If you are a displaced Federal Civil Service employee, you may be entitled to receive priority consideration under the ICTAP.

Example: If you have received an agency reduction-in-force notice and are entitled to receive priority consideration in your commuting area, at your current or lower grade level, your data entry for ICTAP would be completed as follows:

ICTAP=YES

Note: If you are not eligible for this priority consideration, please disregard this data field.

k. **GEOGRAPHIC AVAILABILITY**

For automated system purposes, SITES means the same thing as geographic availability. All applicants must identify a minimum of at least one and a maximum of no more than ten (10) geographic locations in which they would be willing to work and for which they desire consideration. A list of available geographic location choices is found in Attachments 5 and 6 of this Job Kit. Attachment 5 contains a listing of all possible location codes worldwide. Attachment 6 contains a listing of all **DFAS Locations (major sites, smaller sites, and additional offices)** where the vast majority of job opportunities may be found. Each location is identified by name and by a four digit numerical code. Data entries for SITES should be constructed as follows:

Example: Bill wishes to apply for consideration for a GS-501 Financial Analyst position. He desires to be considered for positions in Atlanta, Georgia (code 0520), Nashville, Tennessee (code 5360), Louisville, Kentucky (code 4520), and Indianapolis, Indiana (code 3480). His data entry for SITES would be as follows:

SITES=0520,5360,4520,3480

If you decline consideration for a position because of location, the code(s) that apply to that location will be removed.

l. **CERTIFICATION**

For automated system purposes, CERTCN means the same thing as Certification. If you have one or more of the following certifications, you should place this data field on your resume:

Certified Public Accountant	CPA
Certified Management Accountant	CMA
Certified Internal Auditor	CIA
Certified Fraud Examiner	CFE
Certified Information Systems Auditor	CISA
Certified Information Technology Professional	CITP
Certified Financial Manager	CFM
Certified Government Financial Manager	CGFM
Certified Compensation Professional	CCP
Six Sigma Green Belt Certification	SSGB
Six Sigma Black Belt Certification	SSBB
Lean Six Sigma Black Belt Certification	LSSBB
Six Sigma Master Black Belt Certification	SSMBB

Example: If you are a Certified Public Accountant and a Certified Management Accountant, your data entry for CERTCN would be completed as follows:

CERTCN=CPA,CMA

m. **TYPING SPEED - *DO YOU TYPE 40 WPM?**

For automated system purposes, TYPSP means the same thing as typing speed. Some positions require a qualified typist. Qualified typists must be able to type a minimum of 40 words per minute.

Example: You type 45 words per minute. The data field entry for TYPSP would be as follows:

TYPSP = YES

Example: You type 30 words per minute. The data field entry for TYPSP would be as follows:

TYPSP = NO

n. **MILITARY SPOUSE PREFERENCE**

For automated system purposes, MILSP means the same thing as Military Spouse Preference (MSP). In this item indicate whether you may be eligible for priority consideration:

Example: If you were married to a military sponsor prior to the reporting date to the new assignment; the relocation is based on a Permanent Change of Station (PCS) move, and the vacancy is within the commuting area of the sponsor's new duty station, the data field for MILSP would be completed as follows:

MILSP = YES

Note: If you are not eligible for this program, please disregard this data field. Applicants who claim eligibility for MSP will be required to produce a copy of the military sponsor's PCS orders prior to appointment in the Federal Service. Do not submit any additional documentation until requested. For assistance in determining military spouse preference eligibility, go to www.chrma.hqusareur.army.mil/staffing/asp/wizards/msp.

o. GEOGRAPHIC LOCATION OF MILITARY SPONSOR'S DUTY LOCATION

For automated system purposes, MLLOC means the same thing as the geographic location of the military sponsor's duty location. Under Military Spouse Preference, a spouse is eligible to receive priority consideration for positions within the commuting area of the sponsor's permanent change of station. A list of available geographic location choices is located in Attachment 5 of this Job Kit. Each location is identified by name and by a four digit numerical code. **If you are claiming MSP, you must complete this data entry in order to receive proper consideration.**

Example: Bill accompanied his sponsor to a PCS at Billings, Montana. His Military Spouse Preference is for positions in the commuting area of Billings, MT. His data entry for MLLOC would be as follows:

MLLOC = 0880

p. QUESTIONNAIRE

This data field is used only on job opportunity announcements containing a questionnaire to be answered by applicants. For automated system purposes, QUEST1 means the same thing as question 1 of the questionnaire. Applicants must answer all questions from the questionnaire portion of the announcement. Data entries for QUESTIONNAIRE should be constructed as follows:

Example: Bill wishes to apply for consideration for a WG-4102, Painter position. The job opportunity announcement contains a questionnaire with 5 questions. His data entry for QUESTIONNAIRE would be as follows:

QUEST1=YES

QUEST2=NO

QUEST3=C

QUEST4=A

QUEST5=E

q. RETIRED CIVIL SERVICE EMPLOYEE

For automated system purposes, RSCE means the same thing as Retired Civil Service Employee. In this item, indicate whether you are a retired Civil Service employee receiving an annuity. If you are a retired Civil Service employee receiving an annuity from the Civil Service Retirement and Disability Fund, you will only be eligible for positions which meet the criteria for re-employed annuitants.

Example: If you are a Retired Civil Service Employee receiving an annuity, your data entry for RSCE would be completed as follows:

RSCE=YES

Note: If you are not a Retired Civil Service Employee, please disregard this data field.

**IMPORTANT NOTICE FOR ALL APPLICANTS
READ CAREFULLY**

A. Individual applicants ultimately notified that they have been selected for appointment to a permanent, temporary or term position will NOT BE APPOINTED until they provide appropriate documentation substantiating various elements of their qualifying status. Such documentation may include, but is not limited to DD Form 214 (veterans preference), letter from the Veterans Administration (disabled veteran/spouse/mother preference), college transcripts (educational requirements), etc. These selected applicants should not take any action to resign from or leave other positions in which they may be employed until they have furnished the required documentation to the Human Resource Office of the selecting agency, their documentation has been approved as acceptable, and they have received written notification that their selection is **FINAL**. **THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THE REQUIREMENT TO SUBMIT SUBSTANTIATING DOCUMENTATION PRIOR TO ACTUAL APPOINTMENT.** Do not send this documentation with your resume.

B. Resumes without the following required information **WILL NOT BE ACCEPTED FOR PROCESSING**:

Social Security Number	Home Address
Announcement Number	Home and/or Work Telephone Number
Lowest Acceptable Grade	High School Graduation Information
U.S. Citizenship	Veterans Preference Entry
Name	At Least One Geographic Availability Entry

Attachment 1, Resume Preparation Instructions

NOTE: Resume should normally be no more than 3 pages, including additional required data items

Name - (Type your name using normal capitalization for a name, i.e. Jane H. Doe; leave one blank line after name)

Jane H. Doe

HOME ADDRESS: (Use all capital letters for this heading; leave one blank line after the heading)

Street Address

City, State, Zip Code

(Use normal capitalization and punctuation; leave one blank line after last line of address)

TELEPHONE NUMBERS:

Home:

Work:

(Use all capital letters for this heading; leave one blank line after the heading; leave one blank line after the last phone number)

E-MAIL ADDRESS:

(Use all capital letters for this heading; leave one blank line after heading; leave one blank line after e-mail address)

EXPERIENCE:

(Use capital letters for this heading; leave one blank line after the heading)

Experience Entries:

- Please begin with current position and list any other experience entries sequentially from latest to oldest.
- Do not list past jobs not relevant to the types and grade levels of positions for which you wish to be considered.
- If any of your listed experience entries were while you were a Federal employee, please include your job series and grade level for that position.
- Generally, list only the last 5-8 years of pertinent experience.
- Use abbreviations and shortened versions of common titles and words to insure that the dates, title and firm associated with each entry are all included on one line (if at all possible).
- Include all administrative information for each entry as reflected on the sample resume in Attachment 2.
- When listing the names of current and previous position supervisors, be sure to follow the example in Attachment 2 and use the data item title of "Supvr".
- Similarly, use the data item title, "Weekly Hrs Worked," exactly as reflected in the sample resume in Attachment 2.
- When describing duties, be sure to include:
- Only major tasks which demonstrate your knowledge and skill to perform the job(s) for which you desire consideration.
- Any key systems or software you have worked with, but only if they are necessary to demonstrate your qualifications for the specific position(s) for which you desire consideration.
- Regulations, instructions, directives, etc. you have worked with, implemented researched or developed that are pertinent to the job(s) for which you desire consideration.
- Be sure to leave one blank line between each experience entry and after the last experience entry

SKILLS:

(Use all capital letters for this heading; leave one blank line after this heading)

Skills Entries:

(Use concrete terms [generally nouns] to summarize and reinforce major skill areas already included in the EXPERIENCE portion of the resume. No blank lines are needed between entries. List as shown in the sample resume in Attachment 2.) Leave one blank line after the last skills entry

PROFICIENCY REQUIREMENT:

(Use all capital letters for this heading; leave one blank line after the heading)

Proficiency Requirement Entries:

(Clerical positions such as office automation clerk, secretary, etc., require possession of typing skills. If applying on such a position, list your typing speed as reflected in the sample resume (Attachment 2). Leave one blank line after the last entry)

EDUCATION:

(Use all capital letters for this heading; leave one blank line after this heading)

Education Entries:

To receive maximum consideration, all resumes should include the following. List degrees or each educational accomplishment on a separate line as shown in the sample resume in Attachment 2. Leave at least one blank line between each entry. If you have no degree, show total credits earned, indicate whether semester or quarter hours, and provide the name(s) of the colleges or universities at which credits were earned. Technical and vocational course of study may also be included as education entries. Leave one blank line after last Education Entry.

COURSE LIST: (Use all capital letters for this heading; Leave one blank line after this heading)

List all courses relevant to the position for which you are applying. Some positions require an applicant to list courses in order to qualify. Please refer to the Job Announcement to determine if the course list is required.

Accounting Coursework: Some applicants have taken accounting courses at more than one university or college. List all accounting courses which support the possession of at least 24 semester hours in a valid accounting curriculum at an accredited college or university. List the total number of semester or quarter hours credited after the course title. Place the name of the school in parentheses, as illustrated in the sample resume in Attachment 2. All entries should be identified by school. Several courses from the same school may be grouped together, followed by the total number of semester or quarter hours earned, and name of the school in parentheses.

All majors, including Accounting, require a listing of all accounting coursework so that full consideration may be given to their resume. (Leave one blank line after the last Accounting Course List entry.)

TRAINING: (Use all capital letters for this heading; Leave one blank line after this heading)

Training Entries: (No blank lines are needed between entries. List as shown in the sample resume in Attachment 2. List only training courses that you have completed and consider relevant to the position(s) for which you wish to be considered. Leave one blank line after the last Training entry)

LICENSES AND CERTIFICATES:

(Use all capital letters for this heading; Leave one blank line after this heading)

Licenses and Certificates Entries:

(No blank lines are needed between entries. List entries as reflected in the sample resume in Attachment 2. Leave one blank line after the last Licenses and Certificates entry)

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

(Use all capital letters for this heading; Leave one blank line after this heading)

Honors, Awards, Special Accomplishments Entries:

(No blank lines are needed between entries. List entries as reflected in the sample resume in Attachment 2. Entries may include publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards. These entries should be related to and support your qualifications for the position(s) for which you wish to be considered. Leave one blank line after the last Honors, Awards, Special Accomplishments entry.)

REMEMBER: If you are applying for accountant or auditor positions, the accounting course list is required..

(Leave at least one blank line between the last entry and the beginning of Additional Required Data Items)

ADDITIONAL REQUIRED (STRUCTURED) DATA ITEMS:

Please refer to the section in the Job Kit Package titled Additional Required Data Items.

Attachment 2, Sample Resume

Steve M. Jackson

HOME ADDRESS:

5917 Spring Street
Kansas City, MO 67302

TELEPHONE NUMBERS:

Home: (816) 563-4792
Work: (816) 926-6938

EMAIL ADDRESS:

Sjackson@email.com

EXPERIENCE:

Mar 95-Sep 99, Accounting Technician, Greely Corporation, 3248 Renner Rd., Kansas City, MO 64256

Supvr: Bill Johnson, Tel: (816) 926-4937, Salary: \$28,597, Weekly Hrs Worked: 40

Serve as an accounting technician. Utilize an automated accounting system for data input and to obtain reports. Maintain accounting ledgers and perform account reconciliation. Maintain status of funds. Perform account analysis and account research. Process accounting transactions. Validate expenditure and collection transactions. Handle customer inquiries, research problems and develop solutions. Train lower level accounting technicians. Apply internal control criteria to accounting processes and procedures.

Jun 93-Feb 95, Funds Disbursing Technician, Jones, Inc., 16433 Ridge Dr., Kansas City, MO 65107

Supvr: Alice Smith, Tel: (816) 814-9355, Salary: \$24,637, Weekly Hrs Worked: 40

Worked as a funds disbursing technician. reconciled and verified payment data from the automated disbursing system. Produced payment vouchers. Administered check stock and produced checks for employee travel, meal and lodging expenses and for payrolls. Compiled electronic fund transfer (EFT) information and processed EFT payments. Performed reconciliation and balanced disbursement payments made with original input data. Provided customer service and responded to customer inquiries. Researched problems and developed solutions. Maintained records of payment information. Distributed payment documents.

SKILLS:

Automated Accounting Systems, Ledger Maintenance, Account Reconciliation, Account Analysis, Accounting Transaction Processing, Transaction Validation, Internal Controls, Provide Training, Disbursement, Payment Processing, Check Preparation, Electronic Fund Transfer Processing, Transaction Reconciliation, Customer Service, Problem Solution, Payment Records Maintenance

PROFICIENCY REQUIREMENT:

40WPM

EDUCATION:

Blue Valley High School, Overland Park, KS, 1983
BA, Finance, University of Colorado, 1987

TRAINING:

Microcomputer Accounting Applications, Introduction to Disbursing, Basic Electronic Fund Transfer Actions, Automated Disbursing Systems

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Company Performance Bonus, 1997
Outstanding Performance Rating, 1995

COURSE LIST:

Accounting Principles I (3 semester hours), Accounting Principles II (3 semester hours), Business Law I (3 semester hours), Principles of Income Tax Accounting (3 semester hours), Cost Accounting (3 semester hours), Managerial Accounting (3 semester hours), Business Law II (3 semester hours), Automated Accounting Systems (3 semester hours) (Total of 24 semester hours, Univ of Colorado), Micro-Coomputers and Technology (3 semester hours), Intro to Data Processing (3 semester hours), Intro to Financial Management (3 semester hours)

SSNUM=647-91-2648

BIRTH=July 11, 1966

CHECK=YES

VETPR=2

EDULV=BD

ANNNO=D00109

LACPT=7

LIMIT=TERM,TEMP

USCIT=YES

ICTAP=YES (This field is for displaced federal employees only.)

SITES=1233,3423,7790,4543

TYPSP=YES

MILSP=YES

MLLOC=1233

RSCE=YES

Attachment 3, Sample Resume

Gladys T. Allen
7890 NE Winter Way
Kansas City, MO 64333-5555

TELEPHONE NUMBERS:

Home: (816) 234-3456
Work: (816) 889-5664

EMAIL ADDRESS:

Gladallen@email.com

EXPERIENCE:

May 1998-Present, Supervisory Staff Accountant, Westview Corp, 46 W. Pilot, Kansas City, MO 64249
Supvr: Mary Kline, Tel (816) 889-5673, Salary: \$73,800, Weekly Hrs Worked: 40

Serve as accounting consultant. Plan, budget and implement audits and consulting services. Audit not-for-profit organizations including testing cash receipts and disbursements for completeness, accuracy in recording, and compliance with accounting standards. Draft financial statements and report of audit findings. Present audit findings to officers and board of directors. Design and develop automated accounting systems for organizations. Train the organizations' personnel on how to use those systems. Interpret accounting standards and develop policies and procedures for organizations to implement those standards. Review internal controls over cash, accounts receivable, accounts payable and fixed assets and issue recommendations on how to improve internal controls. Designed financial reports to assist organizations in managing budgets for programs, federal grants, current and future cash flow management, and accounts receivable collection. Assist in the strategic planning for the firm including the roll out of new services.

Sept 1995-May 1998, Accountant, Department of Justice, 8845 Main, Raytown, MO 64133
Supvr: Charles Brown, Tel (816) 355-0623, Salary: \$52,000, Series and Grade: GS-510-11, Weekly Hrs Worked: 40

Evaluated, analyzed, and reconciled automated systems interface programs, and accumulated and analyzed financial cost data. Developed procedures and correspondence to operating personnel and officials on accounting related issues, and verified the accuracy of the accounting records and systems. Identified and resolved discrepancies and deficiencies associated with programs, processes, and automated systems, using business process improvement techniques and investigative skills. Conducted meetings with operating officials and employees on problems, processes and procedures associated with the accounting systems, policies and procedures. Performed research on travel related issues. Coordinated all issues with operating personnel that were responsible for certain functions within the collection process. Reconciled all of the cash activity, determined adjusting entries, and identified systemic deficiencies including corrective action.

Sept 1996-May 1997, Accounting Instructor, Missouri Tech, 3rd & Paseo, Kansas City, MO 64109
Supv: Dr. Thomas Grant, Tel (816) 492-3003, Salary: \$49,500, Weekly Hrs Worked:20

Responsible for the instruction of Principles of Financial and Managerial Accounting to undergraduate students. Lectured two sections of 50 college undergraduates three times a week for two semesters on Accounting and Financial Management Standards, Policies and Procedures. Independently evaluated homework assignment and exams.

SKILLS:

Consulting, accounting systems, accounting policies, accounting theories, accounting principles, accounting procedures, writing analysis, compiling reports, problem solving, internal controls, design solutions, present findings strategic planning. Software Skills: Excel, Access, Word, Power-Point, MS Project, Outlook, Vision.

EDUCATION:

Southeast High School, Kansas City, MO, 1979
BA, Accounting, University of Wisconsin 1983

TRAINING:

Chief Financial Officers (CFO) Act, 16 hours, 1999
Performance Measures, 24 hours 1999
Fraud Symposium, 39 hours 2000

LICENSES AND CERTIFICATES:

Certified Public Accountant 1996
Certified Fraud Examiner 1998

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Manager of the Quarter 1997
Supervisor of the Year 1999
Outstanding Performance Rating 1997, 1998, 1999

COURSE LIST:

Accounting Principles I & II (6 semester hours), Business Law I & II (6 semester hours), Managerial Accounting I & II (6 semester hours), Cost Accounting I & II (6 semester hours), Automated Accounting (3 semester hours)

SSNUM=234-00-9292
BIRTH=July 30, 1949
CHECK=NO
VETPR=1
EDULV=BD
ANNNO=D00109
LACPT=12
LIMIT=TERM
USCIT=YES
SITES=3760,0200,6720
CERTCN=CPA, CFE

Attachment 4, Sample Resume

George W. Push
1600 E. Arlington
Kansas City, MO 64198-0202

TELEPHONE NUMBERS:

Home: (816) 397-1103
Work: (816) 392-4802

EMAIL ADDRESS:

Gwpush@email.com

EXPERIENCE:

December 1999-Present, Foreman, ABC Painting Company, 426 W. Broadway, Kansas City, MO 64199, Supvr: Bill Brady, Tel (816) 979-4392, Salary: \$28.00 pH, Weekly Hrs Worked: 40

Work as job foreman for paint crew of 4-9 painters. Responsible for painting such jobs as the Greater American Bridge, Ford Plant, the State Building and the Midway Banks. Assigned work to the crew. Kept everyone busy. Provided assistance to crew with questions regarding mixing and coloring of paint. Read and interpreted blueprints and specifications. Completed forms on payroll, workers compensation, grievance, union issues, etc. Mix paint for proper color and texture. Make sure equipment is properly handled and put away at the end of the day. Clean and properly store paint brushes. Kept everyone notified of safety issues and made sure the crew took all safety precautions.

April 1989 – April 1999, Painter, ABC Painting Company, 426W. Broadway, Kansas City, MO 64199, Supvr: Tom Jones Tel (816) 979-4403, Salary: \$24.00 ph, Weekly Hrs Worked 40

Painted houses, buildings, bridges, etc. Determined the type and texture of paint to be used depending on the surface, weather exposure, amount of traffic, etc. Also determined the best way to cover the surface with paint, brush, roller, spray, etc. Responsible for cleaning up the work area each day and taking the proper care of the brushes, rollers, etc.

EDUCATION:

Blue Fork High School, Independence, MO 1985

SSNUM=234-99-8765
BIRTH=November 23, 1967
CHECK=YES
VETPR=2
EDULV=HS
ANNNO=D00467
LACPT=8
LIMIT=TERM
USCIT=YES
SITES=3849, 0193, 3490
QUEST1=YES
QUEST2=NO
QUEST3=YES
QUEST4=B
QUEST5=A
QUEST6=B
QUEST7=D
QUEST8=E
QUEST9=C
QUEST10=E

ATTACHMENT 4, Privacy Act Statement

You are requested to furnish your **Social Security Number (SSN)** under the authority of Executive Order 9397 (November 22, 1943). Executive Order 9397 requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this resume so that the other information you furnish on this resume can be accurately included with your records. Your SSN will be used solely for that purpose.

ATTACHMENT 5 – GEOGRAPHIC LOCATION CODE LIST

(Applicants may select up to 10 location codes – *DFAS Locations in **BOLD***)

ALABAMA		CALIFORNIA		CONNECTICUT	
0450	Anniston	0360	Anaheim / Santa Ana	1160	Bridgeport
0580	Auburn / Opelika	0680	Bakersfield	1170	Bristol
1000	Birmingham	1620	Chico / Paradise	1930	Danbury
1800	Columbus	2840	Fresno	3280	Hartford
2030	Decatur	4480	Los Angeles	5020	Middletown
2180	Dothan	4940	Merced	5440	New Britain
	Fort Rucker	5170	Modesto	5480	New Haven
2650	Florence	5775	Oakland	5520	New London
2880	Gadsden	5945	Orange County	8040	Stamford
3440	Huntsville	6000	Oxnard	8888	Waterbury
	Redstone Arsenal	6690	Redding	0007	All Others
5160	Mobile	6780	San Bernardino	DELAWARE	
5240	Montgomery	6920	Sacramento		
8600	Tuscaloosa	7120	Salinas	2190	Dover
0001	All Others		Seaside	9160	Wilmington
			Presidio of Monterrey	0008	All Others
ALASKA		7320	San Diego	DISTRICT OF COLUMBIA	
0380	Anchorage	7360	San Francisco		
	Fort Richardson	7400	San Jose	8840	Washington, D.C.
0002	Fort Wainwright	7460	San Luis Obispo	FLORIDA	
	All Others	7480	Santa Barbara		
		7485	Santa Cruz	1140	Bradenton
ARIZONA		7500	Santa Rosa	2020	Daytona Beach
2620	Flagstaff	8120	Stockton	2680	Fort Lauderdale
6200	Phoenix / Mesa	8720	Vallejo	2700	Fort Myers
8520	Tucson	8735	Ventura	2710	Fort Pierce
	Fort Huachuca	8780	Visalia	2750	Fort Walton Beach
9360	Yuma	9270	Yolo	2900	Gainesville
0003	All Others	9340	Yuba City	3600	Jacksonville
		0005	Fort Irwin	3980	Lakeland
ARKANSAS			All Others	4900	Melbourne
2580	Fayetteville			5000	Miami
2720	Fort Smith	COLORADO		5345	Naples
3700	Jonesboro	1125	Boulder	5790	Ocala
4400	Little Rock	1720	Colorado Springs	5960	Orlando
4920	West Memphis		Fort Carson	6015	Panama City
6240	Pine Bluff	2080	Denver	6080	Pensacola
8360	Texarkana	2670	Fort Collins	6580	Punta Gorda
0004	All Others	2995	Grand Junction	7510	Sarasota
		3060	Greely	8240	Tallahassee
		6560	Pueblo	8280	Tampa
		0006	All Others	0010	All Others

GEORGIA		INDIANA		LOUISIANA	
0120	Albany	0400	Anderson	0220	Alexandria
0500	Athens	1020	Bloomington	0760	Baton Rouge
0520	Atlanta	2330	Elkhart	3350	Houma
	Fort McPherson	2440	Evansville	3880	Lafayette
0600	Augusta	2760	Fort Wayne	3960	Lake Charles
	Fort Gordon	2960	Gary	5200	Monroe
1560	La Fayette	3480	Indianapolis	5560	New Orleans
1800	Columbus	3850	Kokomo	7680	Shreveport
	Fort Benning	3920	Lafayette	0019	Fort Polk
4680	Macon	5280	Muncie		All Others
7520	Savannah	7800	South Bend	MAINE	
	Fort Stewart	8320	Terre Haute		
0011	All Others	0015	All Others	0730	Bangor
				4240	Lewiston
HAWAII		IOWA		6400	Portland
3320	Honolulu/ Pearl Harbor	1360	Cedar Rapids	0020	Limestone
	Fort Shafter	1960	Davenport		All Others
		Schofield Barracks	2120	Des Moines	
0012	All Others	2200	Dubuque	MARYLAND	
		3500	Iowa City	0720	Baltimore
IDAHO		7720	Sioux City		Fort Meade
1080	Boise	8920	Waterloo	1900	Cumberland
6340	Pocatello	0016	All Others	3180	Hagerstown
0013	All Others			0021	Aberdeen Proving Grd
		KANSAS			Patuxent River NAS
ILLINOIS		3760	Kansas City		All Others
0620	Aurora	4150	Lawrence		
1040	Bloomington	8440	Topeka	MASSACHUSETTS	
1400	Champaign	9040	Wichita	0740	Barnstable
1600	Chicago	0017	Fort Leavenworth	1120	Boston
1960	Rock Island		Fort Riley	1200	Brockton
2040	Decatur		All Others	2480	Fall River
3690	Joliet			2600	Fitchburg
3740	Kankakee	KENTUCKY		4160	Lawrence
3965	Lake County	1660	Hopkinsville	4560	Lowell
6120	Peoria		Fort Campbell	5400	New Bedford
6880	Rockford	3400	Huntington	6060	Attleboro
7040	East Saint Louis	4280	Lexington	6320	Pittsfield
	Scott AFB	4520	Louisville	7090	Salem
7880	Springfield		Fort Knox	8000	Springfield
0014	All Others	5990	Owensboro	9240	Worcester
		0018	All Others	0022	All Others

MICHIGAN		NEVADA		NORTH CAROLINA	
0440	Ann Arbor	4120	Las Vegas	0480	Asheville
0780	Battle Creek	6720	Reno	1300	Burlington
0870	Benton Harbor	0029	All Others	1520	Charlotte
2160	Detroit	NEW HAMPSHIRE		2560	Fayetteville
2640	Flint				Fort Bragg
3000	Grand Rapids	4760	Manchester	2980	Goldsboro
3520	Jackson	5350	Nashua	3120	Greensboro
3720	Kalamazoo	6450	Portsmouth	3150	Greenville
4040	Lansing	0030	All Others	3290	Hickory
5320	Muskegon	NEW JERSEY		3605	Jacksonville
6960	Saginaw			6640	Raleigh / Durham
0023	All Others	0560	Atlantic City	6895	Rocky Mount
MINNESOTA		0875	Bergen	9200	Wilmington
		3640	Jersey City	0034	All Others
2240	Duluth	5015	Middlesex	NORTH DAKOTA	
2520	Moorehead	5190	Monmouth		
5120	Minneapolis / Saint Paul	5640	Newark	1010	Bismarck
6820	Rochester	8480	Trenton	2520	Fargo
6980	Saint Cloud	8760	Vineland	2985	Grand Forks
0024	All Others	0031	All Others	0035	All Others
MISSISSIPPI		NEW MEXICO		OHIO	
0920	Biloxi	0200	Albuquerque	0080	Akron
3285	Hattiesburg	4100	Las Cruces	1320	Canton
3560	Jackson	7490	Santa Fe	1640	Cincinnati
6025	Pascagoula	0032	All Others	1680	Cleveland
0025	All Others	NEW YORK		1840	Columbus
				2000	Dayton
MISSOURI		0160	Albany	3200	Hamilton
1740	Columbia	0960	Binghamton	4320	Lima
3710	Joplin	1280	Buffalo	4440	Lorain
3760	Kansas City	2281	Dutchess County	4800	Mansfield
7000	Saint Joseph	2335	Elmira	6020	Marietta
7040	Saint Louis	2975	Glens Falls	8080	Steubenville
7920	Springfield	3610	Jamestown	8400	Toledo
0026	Fort Leonardwood	5380	Nassau	9320	Youngstown
	All Others	5600	New York	0037	All Others
		5660	Newburgh		
MONTANA		5700	Niagara Falls	OKLAHOMA	
0880	Billings	5950	Orange County	2340	Enid
3040	Great Falls	6460	Poughkeepsie	4200	Lawton
5140	Missoula	6840	Rochester		Fort Sill
0027	All Others	8160	Syracuse	5880	Oklahoma City
NEBRASKA		8680	Utica / Rome	8560	Tulsa
		0033	Fort Drum	0038	All Others
4360	Lincoln		West Point		
5920	Omaha				
	Offut AFB				
0028	All Others				

OREGON		TENNESSEE		VERMONT	
1890	Corvallis	1560	Chattanooga	1305	Burlington
2400	Eugene	1660	Clarksville	0047	All Others
4890	Medford		Fort Campbell		
6440	Portland	3580	Jackson	VIRGINIA	
7080	Salem	3660	Johnson City	1540	Charlottesville
0039	All Others	3840	Knoxville	1950	Danville
		4920	Memphis	4640	Lynchburg
PENNSYLVANIA		5360	Nashville	5720	Norfolk
0240	Allentown	0044	All Others		Fort Eustis
0280	Altoona			6760	Richmond
0845	Beaver County	TEXAS			Fort Lee
2360	Erie	0319	Abilene	6800	Roanoke
3240	Harrisburg	0320	Amarillo	0048	Arlington
3680	Johnstown	0640	Austin		Fort Belvoir
4000	Lancaster	0840	Beaumont		All Others
6160	Philadelphia	1145	Brazoria		
6280	Pittsburgh	1240	Brownsville	WASHINGTON	
6680	Reading	1260	Bryan	0860	Bellingham
7560	Scranton	1880	Corpus Christi	1150	Bremerton
7610	Sharon	1920	Dallas	5910	Olympia
8050	State College	2320	El Paso	6740	Richland
9140	Williamsport		Fort Bliss	7600	Seattle
9280	York	2800	Fort Worth	7840	Spokane
0040	All Others	2920	Galveston	8200	Tacoma
		3360	Houston		Fort Lewis
RHODE ISLAND		3810	Killeen	8725	Vancouver
6480	Providence		Fort Hood	9260	Yakima
0041	All Others		4080	Laredo	0049
		4420	Longview		
SOUTH CAROLINA		4600	Lubbock	WEST VIRGINIA	
0405	Anderson	4880	McAllen	1480	Charleston
0600	Aiken	5040	Midland	1900	Cumberland
1760	Columbia	5800	Odessa	3400	Huntington
	Fort Jackson	7200	San Angelo	6020	Parkersburg
2655	Florence	7240	San Antonio	8080	Weirton
3160	Greenville		Fort Sam Houston	9000	Wheeling
5330	Myrtle Beach	7640	Sherman	0050	All Others
8140	Sumter	8360	Texarkana		
0042	Charleston		Red River Army Depot		
	All Others	8640	Tyler		
		8750	Victoria		
SOUTH DAKOTA		8800	Waco		
6660	Rapid City	9080	Wichita Falls		
7760	Sioux Falls	0045	All Others		
0043	All Others				
		UTAH			
		6520	Provo		
		7160	Salt Lake City		
		0046	All Others		

WISCONSIN		PUERTO RICO		INTERNATIONAL	
0460	Appleton	0060	Aguadilla	54	<i>Germany</i>
2240	Superior	0470	Arecibo	57	<i>Japan</i>
2290	Eau Claire	1310	Caguas		
3080	Green Bay	4840	Mayaguez		
3620	Janesville	6360	Ponce	NATIONWIDE (U.S.)	
3800	Kenosha	7440	<i>San Juan</i>	9999	Nationwide (U.S.)
3870	La Crosse		<i>Fort Buchanan</i>		
	<i>Fort McCoy</i>	0053	All Others		
4720	Madison				
5080	Milwaukee				
6600	Racine				
7620	Sheboygan				
8940	Wausau				
0051	All Others				
WYOMING					
1350	Casper				
1580	Cheyenne				
0052	All Others				

ATTACHMENT 6: DFAS LOCATIONS

Location	Location Code	Resume Builder Selection
Headquarters and Major Sites		
Arlington, VA (HQ)	8840, 0048	Washington, D.C., All Others - VA
Cleveland, OH	1680	Cleveland, OH
Columbus, OH	1840	Columbus, OH
Denver, CO	2080	Denver, CO
Indianapolis, IN	3480	Indianapolis, IN
Kansas City, MO	3760	Kansas City, MO
Smaller Sites		
Oakland, CA	5775	Oakland, CA
Seaside, CA	7120	Salinas, CA
San Bernardino, CA	6780	San Bernardino, CA
San Diego, CA	7320	San Diego, CA
Orlando, FL	5960	Orlando, FL
Pensacola, FL	6080	Pensacola, FL
Pearl Harbor, HI	3320	Honolulu, HI
Rock Island, IL	1960	Rock Island, IL
Lexington, KY	4280	Lexington, KY
Limestone, ME	0020	All Others – ME
Patuxent River, MD	0021	All Others – MD
St. Louis, MO	7040	St. Louis, MO
Omaha, NE	5920	Omaha, NE
Rome, NY	8680	Utica / Rome, NY
Dayton, OH	2000	Dayton, OH
Lawton-Ft Sill, OK	4200	Lawton, OK
Charleston, SC	0042	All Others – SC
San Antonio, TX	7240	San Antonio, TX
Norfolk, VA	5720	Norfolk, VA
Kaiserslautern, Germany	54	Germany
Yakota Air Base, Japan	57	Japan
Other DFAS Offices		
Fort Richardson, AK	0380	Anchorage, AK
Fort Wainwright, AK	0002	All Others – AK
Fort Rucker, AL	2180	Dothan, AL
Redstone Arsenal, AL	3440	Huntsville, AL
Fort Huachuca, AZ	8520	Tucson, AZ
Fort Irwin, CA	0005	All Others – CA
Presidio of Monterrey, CA	7120	Salinas, CA
Fort Carson, CO	1720	Colorado Springs, CO
Fort Benning, GA	1800	Columbus, GA
Fort Gordon, GA	0600	Augusta, GA
Fort McPherson, GA	0520	Atlanta, GA
Fort Stewart, GA	7520	Savannah, GA
Fort Shafter, HI	3320	Honolulu, HI
Schofield Barracks, HI	3320	Honolulu, HI
Fort Leavenworth, KS	0017	All Others - KS
Fort Riley, KS	0017	All Others - KS
Fort Campbell, KY	1660	Clarksville, TN – Hopkinsville, KY
Fort Knox, KY	4520	Louisville, KY
Fort Polk, LA	0019	All Others - LA
Aberdeen Proving Ground, MD	0021	All Others - MD

Fort Meade, MD	0720	Baltimore, MD
Fort Leonardwood, MO	0026	All Others - MO
Fort Drum, NY	0033	All Others - NY
West Point, NY	0033	All Others - NY
Fort Bragg, NC	2560	Fayetteville, NC
Fort Jackson, SC	1760	Columbia, SC
Fort Bliss, TX	2320	El Paso, TX
Fort Hood, TX	3810	Killeen, TX
Fort Sam Houston, TX	7240	San Antonio, TX
Red River Army Depot, TX	8360	Texarkana, TX
Fort Belvoir, VA	0048	All Others - VA
Fort Eustis, VA	5720	Norfolk, VA
Fort Lee, VA	6760	Petersburg, VA
Fort Lewis, WA	8200	Tacoma, WA
Fort McCoy, WI	3870	La Crosse, WI
Fort Buchanan, Puerto Rico	7440	San Juan, PR